

# KNOX COUNTY COMMISSION

## **Regular Meeting**

**Tuesday – August 14, 2018 2:00 P.M.**

A regular monthly meeting of the Knox County Commission was held on Tuesday, August 14, 2018, at 2:00 P.M., at the county courthouse, 62 Union Street, Rockland, Maine.

**Commission members present were:** Carol L. Maines, Commissioner District #1, Richard L. Parent, Commissioner District #2, Sharon L. Pohlman, Commissioner District #3.

**County staff present included:** County Administrator Andrew Hart, Administrative Assistant Wendy Galvin, Jail Administrator John Hinkley, Chief Deputy Tim Carroll, Finance Director Kathy Robinson and Case Manager Amber Wotton Maine Pre-Trial.

**Others in Attendance:** Dr. Ira Mandel, Mid Coast Recovery Coalition, and Dorothy Meriweather resident of Spruce Head.

**Absent:** District Attorney Jonathan Liberman, EMA Director Ray Sisk, Register of Probate Elaine Hallett, Register of Deeds Lisa Cottrell, Sheriff Donna Dennison, Airport Manager Jeffrey Northgraves and Lieutenant Patrick Polky.

## **Regular Meeting – Agenda** **Tuesday – August 14, 2018 – 2:00 P.M.**

### **Meeting Called To Order**

**II. 2:01 Public Comment -** Public Comment during other portions of the meeting will only be granted by permission of the chair.

### **III. 2:15 Consent Items**

1. Approve Consent Items as Presented:
  - i. Agenda - Non Agenda Items Only Permitted if Emergency in Nature.
  - ii. Minutes of Regular Commission Meeting of July 10, 2018.
  - iii. Minutes of Special Commission Meeting of July 24, 2018.
  - iv. Monthly Written Departmental Reports.
  - v. Reserve Withdrawals.

### **IV. 2:25 Action Items**

1. Act to Approve Date & Time for 2019 Budget Review with the Commission.
2. Act to Approve 2019 Budget Process Calendar.
3. Act to Approve List of Program Grants to be Invited to Request Funding in the County's 2019 Budget.

### **V. 2:30 Discussion Items**

1. Update on the Courthouse HVAC Project.
2. Update on the Jail Inmate Medical Services RFP Process.
3. Update on the Jail HVAC Repair/Replacement Project.

### **VI. 2:45 Other Business**

### **VII. 2:50 Executive Session**

1. Convene in Executive Session to Discuss Acquisition of Real Property Pursuant to 1 M.R.S.A. §405(6) (C).

### **VIII. Adjourn**

## **I. Meeting Called to Order**

Commission Maines called the special meeting of the Knox County Commission to order at 2:00 P.M.

**II. Public Comment:**

- Dr Ira Mandel from Mid Coast Recovery Coalition gave an update on AmeriCorps “Recovery Corps”, and what his office, Mid-Coast Recovery Coalition has been working on. In this program, Sheriff’s Offices throughout Maine are assisting jails & inmates that will be released with re-entry into the community. The Mid-Coast Recovery Coalition (MCRC) has been working with the Knox County Sheriff’s Office, and the current house manager of MCRC’s Friend House, Myles Ouellette, in helping approximately twenty-five (25) inmates. Currently, MCRC is working with Healthy Acadia to retain a full time trained recovery coach to continue to assist the Jail. Dr. Mandel would like to see this program to be eligible for a grant in next year’s Knox County Budget.

**III. Consent Items:****1. Approve Consent Items as Presented:**

- vi. Agenda - Non Agenda Items Only Permitted if Emergency in Nature.
- vii. Minutes of Regular Commission Meeting of July 10, 2018.
- viii. Minutes of Special Commission Meeting of July 24, 2018.
- ix. Monthly Written Departmental Reports.
- x. Reserve Withdrawals

- *A motion was made by Commissioner Parent to approve the consent items as presented. The motion was seconded by Commissioner Pohlman. A vote was taken with all in favor.*

**IV. Action Items:****1. Act to Approve Date & Time for 2019 Budget Review with the Commission.**

Administrator Hart is proposing that the Commission meet to review the 2019 budget draft with the Department Managers on Friday, September 28, 2018. Finance Director Robinson and Administrator Hart are scheduled to meet with Department Managers for an initial review of the 2019 Budget the week of September 17-21, 2018.

- *A motion was made by Commissioner Parent to Approve September 28<sup>th</sup> @ 9am as the Date & Time for 2019 Budget Review with the Commission. The motion was seconded by Commissioner Pohlman. A vote was taken with all in favor.*

**2. Act to Approve 2019 Budget Process Calendar.**

The first draft of the budget schedule was patterned after the schedule for the 2019 budget process. Administrator Hart discussed with the Commission the scheduling of reviewing program grant budget requests as part of the 2019 budget process.

- *A motion was made by Commissioner Parent to Approve the 2019 Budget Process Calendar. The motion was seconded by Commissioner Pohlman. A vote was taken with all in favor.*

**3. Act to Approve List of Program Grants to be Invited to Request Funding in the County’s 2019 Budget.**

The Commission decided in 2016 to only send invitations to the Mid-Coast Regional Planning Commission, MCEDD, the Knox-Lincoln Soil & Water, and Knox-Lincoln Counties Extension Service for the 2017 budget process (invitations were not sent to Time & Tide RC&D or Restorative Justice, same as the year prior). Administrator Hart received a phone call from Restorative Justice, as they are requesting to be able to apply for funding in the 2019 Budget.

- *A motion was made by Commissioner Parent to Approve List of Program Grants to be Invited to Request Funding in the County’s 2019 Budget including Restorative Justice. The motion was seconded by Commissioner Pohlman. A vote was taken with all in favor.*

**V. Discussion Items:****1. Update on the Courthouse HVAC Project.**

Administrator Hart gave an update on the Courthouse HVAC project. He stated, the chiller is now on the new pad and has not been piped yet, pipe chasers are being built, boiler and pump are installed, all fan coil units are installed throughout, the LP tanks are in, and the Superior Court location is almost finalized. We are hoping the work will be done the first week of September, a little earlier than originally planned.

**2. Update on the Jail Inmate Medical Services RFP Process.**

Administrator Hart gave an update on the RFP for the Jail Inmate Medical Services. On June 27<sup>th</sup> the RFP was sent to seven (7) vendors. Two (2) of the vendors replied that they would not bid at this time, which leaves five (5) potential vendors to bid. The RFP results will be presented to the Commissioners at the September 11<sup>th</sup> Regular Commission Meeting.

**3. Update on the Jail HVAC Repair/Replacement Project.**

Administrator Hart stated there was nothing to report on at this point.

**VI. Other Business:**

- Administrator Hart stated there was an RFP sent for Snow Removal Services (Nov. 2018 - May 2021) to nine (9) vendors, and one RFP sent for Landscaping Maintenance (Apr. 2019 – Nov. 2021) to eight (8) vendors. A required Mandatory Pre-Bid Meeting is scheduled for August 23<sup>rd</sup> @ 10:00 A.M. The RFP results will be presented to the Commissioners at the September 11<sup>th</sup> Regular Commission Meeting.
- One of the trees on the side lawn had a branch come down, almost on the new chiller, so there will be some trimming of that tree, and possible removal if needed.

**VII. Executive Session****1. Convene in Executive Session to Discuss Acquisition of Real Property Pursuant to 1 M.R.S.A. §405(6) (C).**

- *A motion was made by Commissioner Richard Parent to Convene in Executive Session to Discuss Acquisition of Real Property Pursuant to 1 M.R.S.A. §405(6) (C). The motion was seconded by Commissioner Sharyn Pohlman. A vote was taken with all in favor.*

The executive session convened at 2: 57 P.M.

The executive session concluded at 3:14 P.M.

**VI. Adjourn**

- *A motion was made by Commissioner Parent to adjourn the meeting. The motion was seconded by Commissioner Pohlman. A vote was taken with all in favor.*

The meeting adjourned at 3:15 P.M.

Respectfully submitted,

Wendy Galvin  
Administrative Assistant

**The Knox County Commission approved these minutes at their regular meeting  
held on September 11, 2018.**